

## Summary of Changes 4-15-03

The following changes to the current time and attendance and payroll procedures will occur.

### **Deductions:**

The following table describes the various types of payroll deductions and information on the changes needed to transition to DFAS.

<b>Type of Deduction</b>	<b>Example</b>	<b>Change from Current Practice</b>
Chapter 13 (Bankruptcy)		Must be check payment
Charity	Combined Federal Campaign	No change.
Commercial Garnishment Administrative Fee		\$75 administration fee for each new garnishment
Employee Organization	Union Dues Health Club Dues DOE Child Care Centers	No change.
Federal Employee Group Life Insurance (FEGLI)		No change.
Federal Employee Health Benefit		No change.
FEHB Indebtedness		No change.
Flexible Spending Accounts		Will be available approx. 9/2003
Garnishment - Alimony		No change.
Garnishment - Child Support		No change.
Garnishment - Commercial		No change.
Involuntary Gov't Indebtedness		Must be check payment
Long Term Care		No change.
Military Deposit Deduction	Buy back military time	No change.
Retirement	CSRS, FERS	No change.
Savings Allotments	Payment to checking or savings accounts in financial institutions	Must be whole dollar amounts via Electronic Funds Transfer. Only 1 allotment per bank account.
Savings Bonds		See table of deduction amounts.
Tax Levy	Involuntary payment for taxes owed to IRS	No change.
Taxes (Medicare/OASDI/Federal/State/Local)	Current withholding taxes	City tax withholding available for employees in Ohio.
Thrift Savings Plan		No change.
Thrift Savings Plan Catch Up		Will be available approx. 9/2003
Thrift Savings Plan Loan		No change.
Travel Overpayment		Must be check payment
Tuition Reimbursement	Student Loan Repayment	No change.

<b>Type of Deduction</b>	<b>Example</b>	<b>Change from Current Practice</b>
Voluntary Alimony		Must be check payment
Voluntary Child Support		Must be check payment
Voluntary Govt Indebtedness		Must be check payment
Voluntary Tax Payments		Must be check payment and have a total payment amount.

### **Savings Bonds:**

Currently, DOE requires that the bi-weekly amount be at least \$3.75. DFAS will require allotments be in predetermined multiple amounts that vary with the Bond Series and denomination value. New bi-weekly allotments will be required to conform to the following amounts:

<b>BOND SERIES</b>	<b>FACE VALUE</b>	<b>VALID ALLOTMENT AMOUNTS (\$)</b>					
EE	\$100	5.00	6.25	10.00	12.50	25.00	50.00
EE	\$200	10.00	12.50	20.00	25.00	50.00	100.00
EE	\$500	25.00	31.25	50.00	62.50	125.00	250.00
EE	\$1,000	50.00	62.50	100.00	125.00	250.00	500.00
I	\$50	5.00	6.25	10.00	12.50	25.00	50.00
I	\$75	7.50	12.50	25.00	75.00		
I	\$100	10.00	12.50	20.00	25.00	50.00	100.00
I	\$200	20.00	25.00	50.00	100.00	200.00	
I	\$500	50.00	62.50	100.00	125.00	250.00	500.00
I	\$1,000	100.00	125.00	200.00	250.00	500.00	1000.00

### **Leave and Earnings Statements:**

DOE will transition to the leave and earnings statements used by DFAS. The statements will have a different appearance from DOE's. The differences are explained in the transition document, "First Set of Qs and As on Transition – Reading the New Earnings Statements". [Click to view sample leave and earnings statement](#)

After transition to DFAS, copies of leave and earnings statements will not be mailed to employees; statements will be available only through Employee Self Service. First-tier management will be required to offer alternative arrangements to those who do not have access to a computer. In exceptional situations (e.g., employees on extended medical leave with no access to a computer), the DOE's Payroll Customer Service Representative's can mail the LES.

DOE's ELBS is currently available on-line as follows: current plus 5 prior statements. DFAS's LES is available as follows: current plus 2 prior statements.

DOE is one of the few agencies that “advances” annual leave at the beginning of the leave year. The DFAS system doesn’t “advance” annual leave, but allows a negative leave balance equal to the leave that will be earned in the leave year.

### **Employee Self Service:**

By logging onto ESS, employees will have transparent access to the DFAS’s MyPay web site for the following (no new password will be required):

- Leave and Earnings Statement (LES)
- Tax Statement (W-2)
- Direct Deposit for Salary
- Federal Tax Withholding
- Savings Bonds
- State Tax Withholding
- Allotments

### **Distribution of Pay Checks:**

There are five employees who have their paychecks mailed to an address other than their address of record (e.g., office or post office box.). DFAS does not offer this alternative and will send the paychecks to the employee’s address of record.

### **Compensatory Time:**

Employees who are unable to use compensatory time within 26 pay periods will be paid at the employees' overtime rate on the date the compensatory time was earned. This payout provision applies to employees who are exempt from the Fair Labor Standards Act and those who are not exempt.

DOE’s 80 hour limit on carryover of compensatory time will be dropped.

### **Recording Time and Attendance:**

All Departmental Elements will migrate to DFAS’s T&A system, Automated Time, Attendance and Production System (ATAAPS). ATAAPS is a web-based T&A system and provides electronic certification and submission of T&A. All hours will be recorded in 15-minute increments. Further details on ATAAPS can be found in the ATAAPS overview document.

To register for training, contact your Training Coordinator to register you for class #001076 via CHRIS.

### **IRS Form W-2:**

Because of the transition to DFAS, employees will receive two W-2s for calendar year 2003. DOE will issue a W-2 for the period January 1, 2003 through date of transition to DFAS. DFAS will issue W-2 from the date of transition through December 31, 2003. Employees will receive only one W-2 for 2004 and future years.